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ABSTRACT

This booklet, designed for job seekers, familiarizes the reader with careers in the social sciences. Occupational information is provided about careers in anthropology, economics, geography, history, political science, psychology and sociology. It outlines the various types of interests that Canadian social scientists pursue, the nature of their work, the specialties in the field and the environments in which they work. In addition, the booklet provides information about the availability of jobs in particular fields of interest. Tips on how to begin looking for a job in Canada, as well as resume writing and interview techniques are included. (NWS)

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6 CAREERS IN SOCIAL SCIENCES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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6 - CAREERS IN SOCIAL SCIENCES

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MESSAGE FROM THE MINISTER

All Canadians must be given the opportunity to determine their abilities, develop them through education and training, and apply their talents in a meaningful occupation. To achieve this goal, sound information must be made available to every Canadian at a stage in their development where fruitful decisions can be made. Careers – Canada is a major effort towards this end.

The benefits of the Careers – Canada series should affect many people: the student considering entrance into the world of work; the worker seeking to change occupations; the prospective immigrant; the manpower or vocational guidance counsellor, in fact, anyone wishing to match people with jobs.

Many people have been involved in the production of Careers – Canada, I join them in wishing you every success in your career search.

Robert Andras

NOTE TO READERS

The ultimate judge of any material is the user. It is recognized that improvements can be made in the initial booklets and we ask all readers to forward any suggestions to us. The consolidation of these comments will allow us to better provide you with the type of information required.

Suggestions and comments should be addressed to:

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Occupational and Career Analysis
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K1A 0J9

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INTRODUCTION

There are many careers in the social sciences. All of them are concerned with people: how they act, how they get along with each other, what the earth offers them, how they use it, what their needs are, and how they are governed.

Anthropologists study the physical character and customs of different people. Sociologists study various groups of people and their relationship to each other. Economists study how we produce and distribute our services and products. Historians study our past. Psychologists examine our individual behaviour patterns. Geographers study the areas where we live and the reasons we live there. Political scientists analyze how we govern ourselves.

Some social scientists are interested in research, discovering new facts or ideas. An anthropologist might investigate why one society evolved faster than another. An economist could be interested in forecasting the results of rapid economic growth. A sociologist could be interested in the way different political parties could work together for the same result even though the policies of each party were different. A psychologist could study a person's behaviour pattern to see if it influences the way he votes at elections. Each social scientist in research has to form a theory of what he or she assumes will provide an answer to the study. If the theory proves wrong it will have to be revised and re-tested until it fully explains the situation. Even then, scientists can be only "reasonably sure" of a theory's accuracy. New information might be found to change information which was once assumed to be accurate.

Researchers may work and teach in universities; or they may work in the government, business, or industry, where they do research to understand more fully the situation in which the government, business, or industry find themselves. Other social scientists may apply the researchers' results to problems of a more practical nature. Suppose geographical research had found a part of the country to have a high number of earthquakes. Geographers could measure the strengths of the earthquakes and give advice about the best type of foundation for any building to be erected safely in the area.

Historians examining the regional histories of the provinces and territories may find ways for the individual provinces and territories to co-operate better with each other. Political scientists would be able to advise or recommend changes in the B.N.A. act based upon changing interpretations of Canadian federalism.

The area in which research ideas are used to solve problems that arise today is called "applied social science." Applied scientists, unlike research scientists, seldom work in universities but they do advise others in government, business or industry in a variety of ways by applying principles and theories of social science research to answer questions that arise in our modern world.

Are you interested in helping people solve their social, economic, or personal problems? Are planning and conducting social services to meet the needs of your community or other communities important to you? Are you able to learn, understand, and make logical decisions based on the evaluation of information using your personal knowledge or experience? Do you understand and use words clearly to express your ideas or to give information to others? Are you careful and accurate in your work? If you can answer "yes" to all of these questions, you might become a social scientist. Let's think about some of the things that you like to do, and see whether you could find them in a social science career.

ANTHROPOLOGY

INTERESTS

Do you like to look at pictures or museum exhibits that show Indian and Eskimo life? Are you interested in the beginnings of man? Do you sometimes read articles about people in other countries like Africa or the South Sea Islands, what their customs are, how they live and what they eat? If you are interested in these things, you might like a career as an anthropologist.

THE WORK

Anthropologists study the human species, past and present. Some study the human body and how it has changed down through the ages from the earliest known human being to the present. Others examine different cultures, their various beliefs and life-styles including food gathering practices, types of tools and weapons used.

To study the physical development of humans, anthropologists spend a great deal of time analyzing people's measurements, such as their height, weight, and head size. If they want to compare such statistics with those of people in a different age, they must examine the clothes, tools and housing of those people. By studying these things they can make accurate estimates of the size and shape of our ancestors and can provide explanations for the development of a people's physique.

SPECIALITIES IN ANTHROPOLOGY

Both *physical* and *cultural anthropologists* compare peoples of different cultures.

Physical anthropologists study the physical characteristics of the human body, and the differing sizes and shapes of people in different cultures.

Cultural anthropologists are interested in customs. They interview and observe present societies, particularly their literature and social customs. When they have gathered enough information about a certain culture, they can develop theories as to how these customs became important. There are several kinds of cultural anthropologists:

Archaeologists investigate customs and cultures of people of the ancient past for which there are no written records.

Social anthropologists (also called enthnologists) study present-day societies.

ANTHROPOLOGY

Linguistic anthropologists specialize in studying different languages and the cultures in which they occur. They have found that language affects such things as culture, thinking, and learning (There is one culture where they have no word for "love".) And of course the culture affects the language. No one had heard of "polyester" fifty years ago, or "stereo" or "hair spray." And whatever happened to "rumble-seat" and the "charleston?"

PLACES OF WORK

Most anthropologists work for universities and museums. In the universities they are often employed by the sociology department if there is not a separate anthropology department.

JOB PROSPECTS

Opportunities for anthropologists are growing. In addition to being hired by provincial governments to supervise diggings, anthropologists are currently developing a curriculum in anthropology for use in secondary schools. Present expectations point to a growing job market for anthropologists during the next ten years.

ECONOMICS

INTERESTS

Do you like mathematics? Do you try to figure out how much you can save or spend next month? Have you ever read the financial pages of the newspaper? When friends begin to talk about inflation, do you want to join in? Have you some ideas about price controls, rent controls, wage controls? If these things interest you, you might enjoy a career as an economist.

THE WORK

Economists study financial and business conditions. They research the production of goods such as food, manufactured products, lumber and metals. They examine the provision of such services as television repairing, milk delivery, and social assistance. Some advise companies as to how much of a product they can probably sell; others advise governments as to how much money they will need to collect in taxes, and what effect their welfare programs are having on the economy. Most of their work consists of research or simply searching for facts. Economists then make predictions based on their research facts, and economic principles they have learned. Only a few of the "top-flight" economists become involved in developing new theories and principles.

SPECIALITIES IN ECONOMICS

All economists must be familiar with the nature of economic science and be aware of the direction of contemporary economic theory. However, economics in itself, is such a broad field that most economists must specialize. Here are some of the areas of specialization:

Agricultural Economists study the production and distribution of food.

Monetary and Fiscal Economists analyze the effect on the economy of adjusting the money supply for investment and consumption of goods. They usually advise governments.

Labour Economists study the factors affecting the supply of skilled people to do the work that employers need done.

Business Finance and Investment Economists study the effects of investing money in different ways. They usually advise business executives.

Economic Statisticians (Econometricians) use mathematical formulas to help study the economy. They often create mathematical tools that help economists in other specialities analyze the aspect of the economy of interest to them.

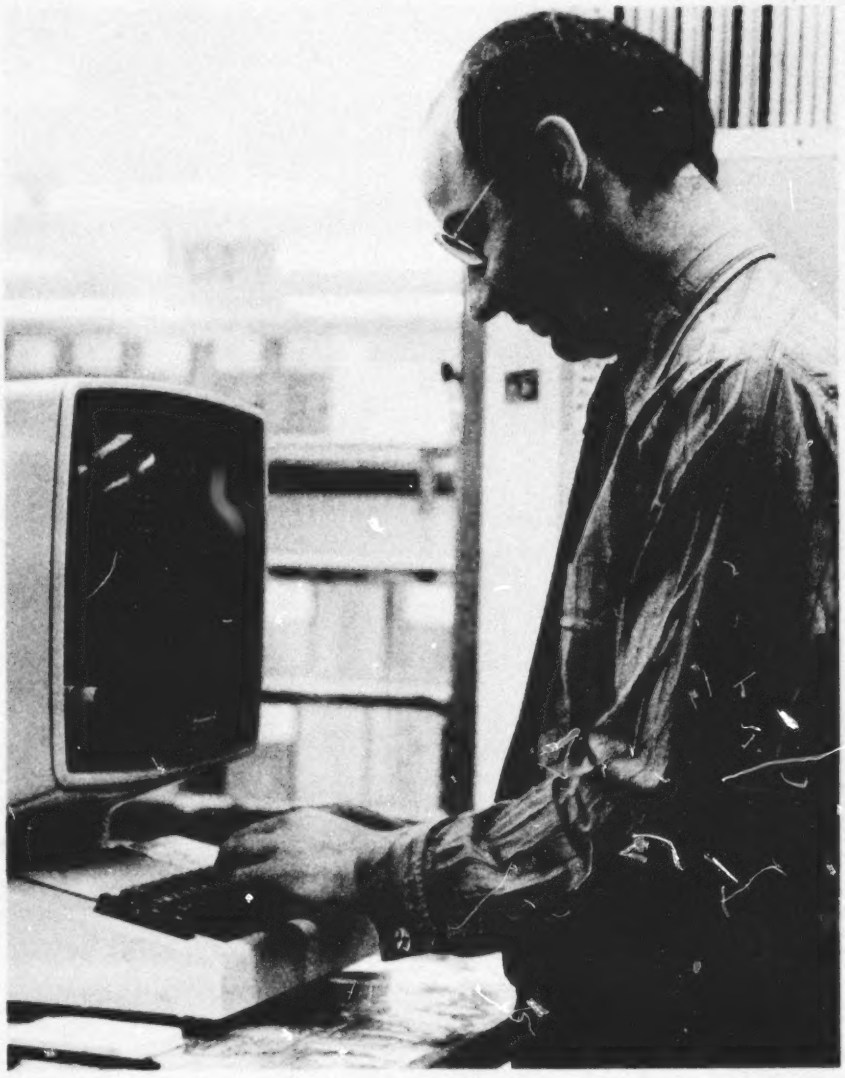
Other economists study the effects of welfare programs, marketing policies, international economics, growth of underdeveloped countries and special economic theory and history. All of these fields can be broken down into many more specialized areas, but these are some of the most important.

PLACES OF WORK

Some economists work in universities, where they research, teach, occasionally act as consultants to business or government, and write articles for professional journals and other periodicals. Many work in government, business or industry where they research the practical problems facing these organizations.

JOB PROSPECTS

Economists have little trouble finding work. At the present time there are 6,725 economists in Canada. By 1982 it is expected that there will be a need for an additional 1,500 economists. Although business is especially interested in employing economists, governments are also hiring them in increasing numbers.



GEOGRAPHY

INTERESTS

Most people use a map to get from one place to another, but some may enjoy spending an hour just looking at one. What is a map for you? And when you are in a waiting room with all those old magazines to choose from, do you pick up one of the "Geographics," or something else? When you travel, are you interested in crops, mines, logging operations, fishing industries, or other ways in which people make a living in a particular region? How does the St. Lawrence seaway affect Canada? If these are topics that interest you, maybe you are a geographer at heart.

THE WORK

Geographers study the earth, and mankind's relation to it. Sometimes we control the earth by building dams, canals, and bridges; more often the earth controls us. Societies are affected by the climate, mountain barriers, water supplies, and such natural resources as forests, minerals, oil, and natural gas. We are affected by the presence of other people: loneliness and overcrowding can both be problems. We are affected by "enemies" that interfere with our plans—insects eat our crops, wild animals kill our cattle or rob our traps. Geographers are interested in knowing how societies have adapted to all these problems and why people have located themselves in certain areas. They also want to understand the effects of the earth's resources on styles of living. Much of the geographers' information is communicated by maps, although they may not make the maps themselves. They may write articles for the geographic magazines. Some geographers explore rivers, jungles or mountains. They may find the exact location of a mountain peak by surveying it from the ground, photographing it from the air, or both. Others work close to home, perhaps in a laboratory, where they use scientific equipment for analysis; for example, a geographer might want to know if the earth in a particular region had a high mineral content, or whether the pond on a particular farm had unpolluted water. With this information he would be able to tell whether the property was a worthwhile piece of farmland or whether the area would be better suited to a non-farming purpose, such as a factory site.

SPECIALITIES IN GEOGRAPHY

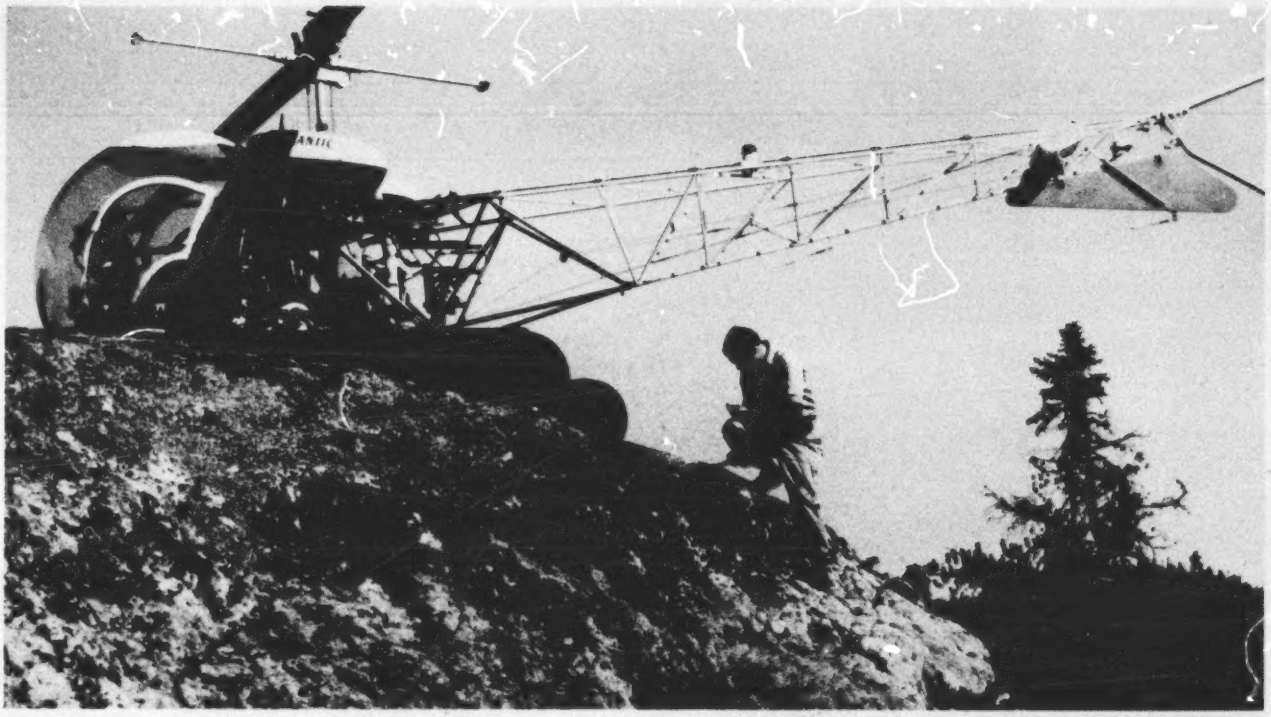
Economic geographers deal with the geographic distribution of economic activities—including manufacturing, mining, farming, trade, and communications.

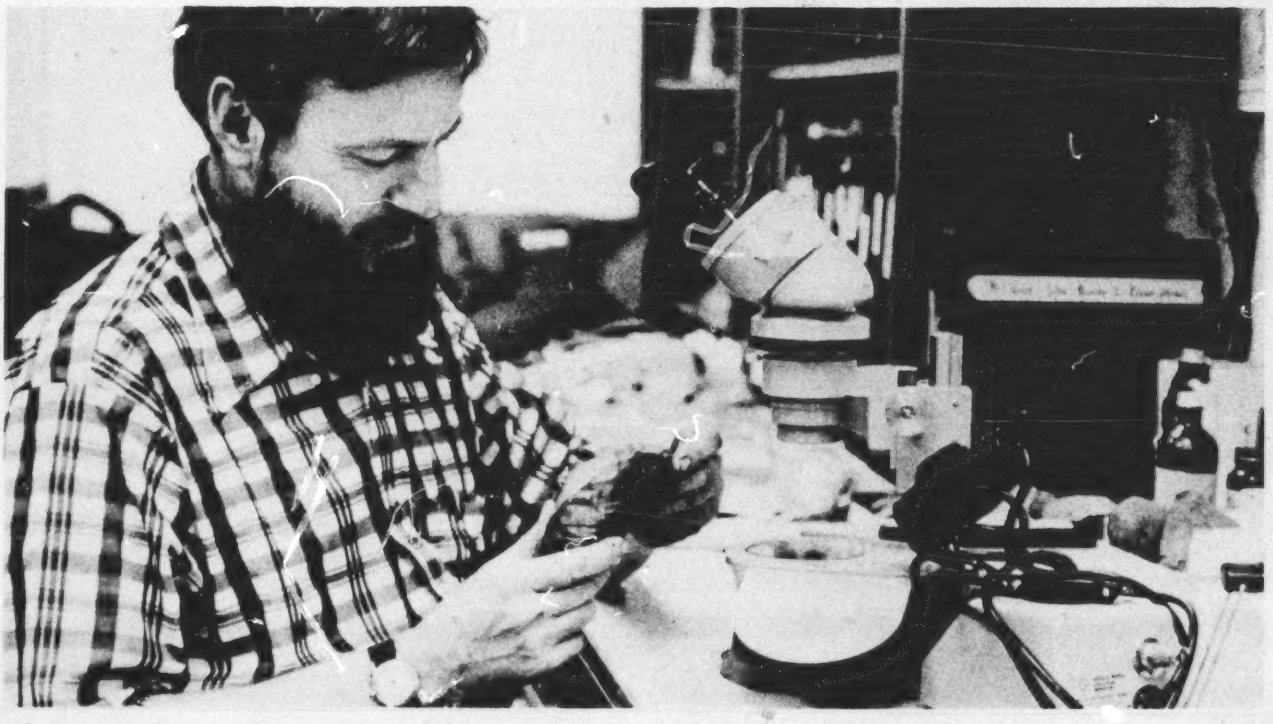
Political geographers study how political processes affect geographic boundaries, and how geography affects political processes.

Urban geographers study cities and their problems, and are concerned with city and community planning.

Physical geographers study the physical aspects of, for example, soil, rivers, mountains, and climate.

Historical geographers, sometimes called *regional geographers,* study an area's growth to determine how various human and physical elements of that area interact to produce a complex association having a character of its own that differs from that of another area.





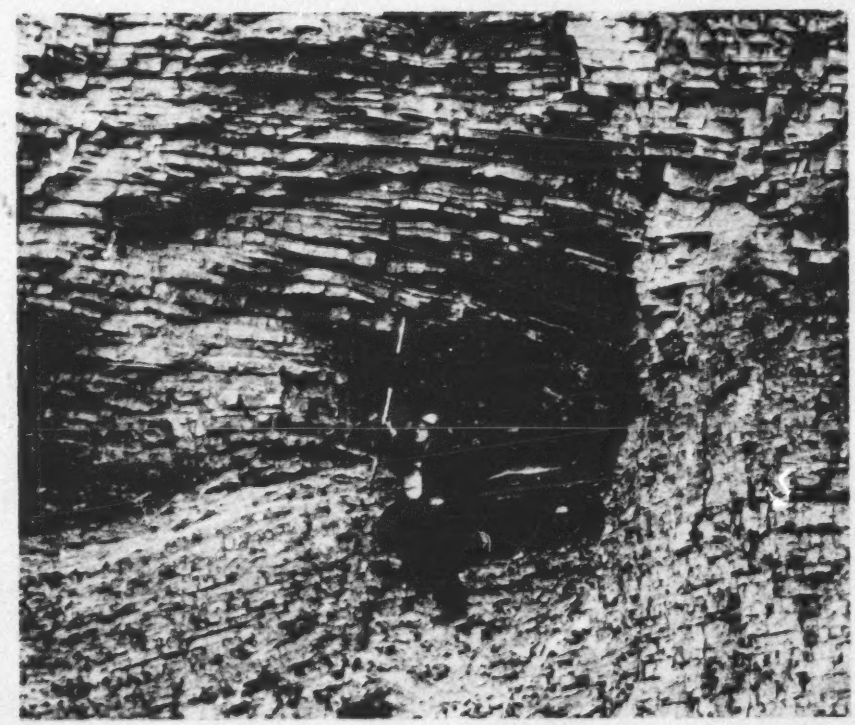
GEOGRAPHY

PLACES OF WORK

Geographers may work in laboratories; they may also work in map rooms where they supervise the creation of maps. Some may work in remote areas gathering geographical information.

JOB PROSPECTS

The need for geographers varies according to the area of specialization. In general, the growth period in the employment of geographers is over and opportunities are levelling off.



INTERESTS

Do you ever wonder how our society has developed over the centuries? Do you enjoy reading about the past? Are you good at writing? Do you enjoy looking up records? Do you have the ability to fit pieces of a story together from evidence that at first seems unconnected? Are you a good detective? If you are, you might enjoy a career as a historian.

THE WORK

Everything has a past; the history of clothing can be studied, or the history of art, music, religion, photography, recording sound, or dancing. So if you've thought of history as a long list of wars, their causes and effects, that's only partly true. Historians try to show us how our past has affected the way we live now.

A historian may choose a subject that interests him or her, and concentrate on that. In other cases the topic depends on the person or institution employing the historian. For example, a historian might be employed to write the history of a certain family, house, city, country, political movement or dictator. To do this he or she must research old records that have been kept by various officials, and when possible interview people connected with the topic. Historians use the information available to them to find out why, where, when and how an event happened, and who was involved. Sources may include diaries, court reports, photographs, drawings or architectural remains.

SPECIALITIES IN HISTORY

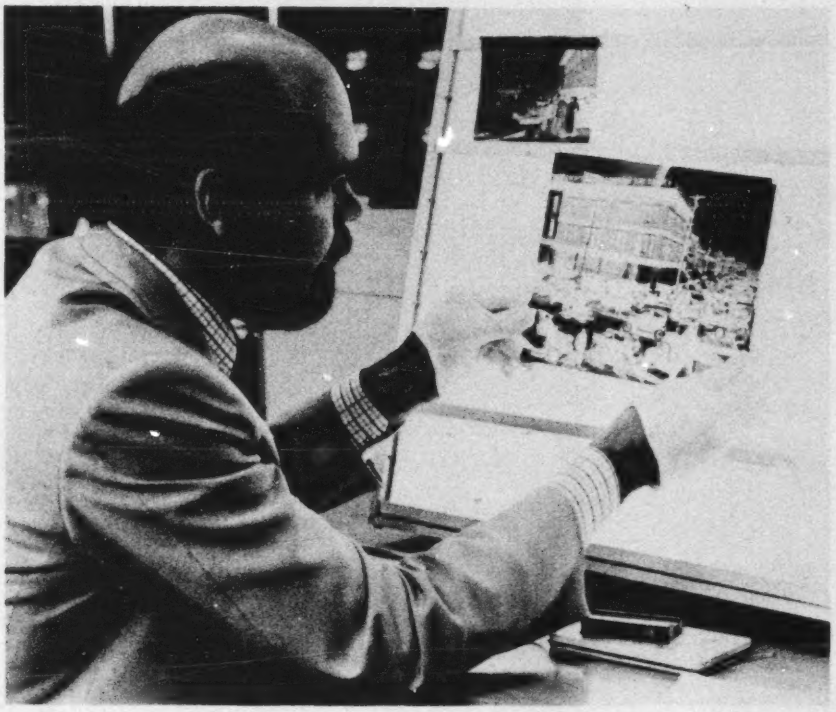
Historians may specialize by focusing on a specific field, time and place of history. For example, one might choose to examine the political history of modern Canada, or the economic history of ancient Rome. The different combinations of time and place, together with a specific field of history, allow the historian many variations from which to choose a subject. Here are some of the fields in history:

Political history is concerned with the history of government, public affairs, and politics.

Economic history examines the history of a country in terms of its production and distribution of wealth.

Cultural history looks at a country through its history of art, music, religion—any subject that gives the country its particular identity.

In addition to the different fields of history, historians may also special-



HISTORY

ize in a particular branch of history such as:

Biography. Historians who examine the lives of people are called "biographers." Biographers write books about politicians, actors and actresses, sports figures and other well-known people.

Geneology. Historians who trace a "family tree" are called "geneologists." By investigation and research geneologists can discover who was your grandfather's grandfather. If you want more information, the geneologist could also tell you who was the grandmother of your grandfather's grandfather, and so on.

As historians write books or articles on their findings, they should be good at expressing themselves with words. They may make films to illustrate their discoveries. In other cases their research leads to the restoration of buildings. They make sure the building is being reconstructed to look the same as it did originally, and they explain its historical importance. Often they give public lectures describing their findings.

PLACES OF WORK

Historians may spend a large part of their time writing, and also researching in libraries, museums, archives, and other locations where historical information can be obtained.

JOB PROSPECTS

Opportunities for university teaching are scarce for historians. However, there has been an improvement in the employment of history teachers at the high school level. Historians are also finding an expanding employment market in government—whether in museums or in archives.

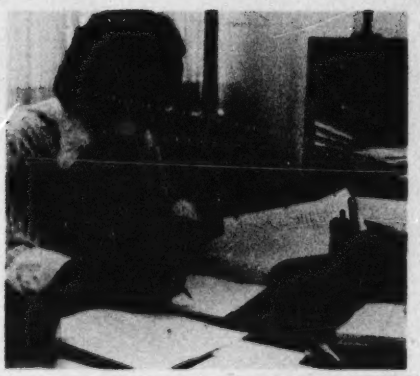
INTERESTS

Have you ever sat in the gallery and watched the town council or legislature at work? If you have, did you understand what you saw? Could you explain it to others? How do the policies of the political party in power in your province now differ from those of other political parties, both in your province and in other provinces? Are you interested in Canada's relations with other countries, and do you know why Canada establishes embassies in foreign countries? If you have not already voted, do you look forward to the time when you will be old enough to do so? If these ideas interest you, perhaps you would like to be a political scientist.

THE WORK

Political scientists study governments, different forms of government, and their effects on the people governed. They are also interested in the way a particular government is being run, and the national and international effects. They want to know who's who in government, and what power the various politicians have. Governing means not only law-making but also carrying out the laws, so political scientists study the decisions judges make (When a judge makes an important decision in a new situation, other judges usually follow the decision, in a sense making some of the rules of the country too.) Political scientists may investigate decisions made by the senior people in government departments, as these decisions can affect the whole country. Some political scientists study the history of political ideas, explaining the ideas that have led to our present political system. They analyze political theories and may develop theories of their own. They try to measure how well some of these theories might solve government problems.

When political scientists study governments and law-making, they are really studying power. To study political power and the whole political process, social scientists need information about the situation. They usually depend on official records but they may get information from material written by the officials making the decision. They may also use surveys, interviews, questionnaires, and newspaper stories that apply to the situation they are studying. Sometimes they use statistical analysis to help analyze their data and form conclusions. As teachers, political scientists present their findings in publications and lectures; as advisors, they often give advice at conferences.



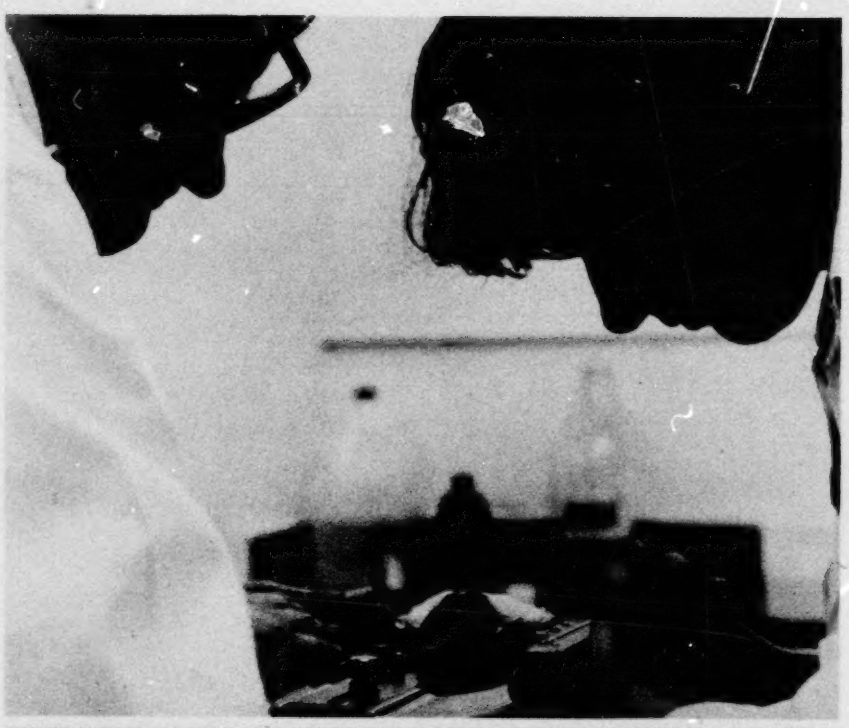
POLITICAL SCIENCE

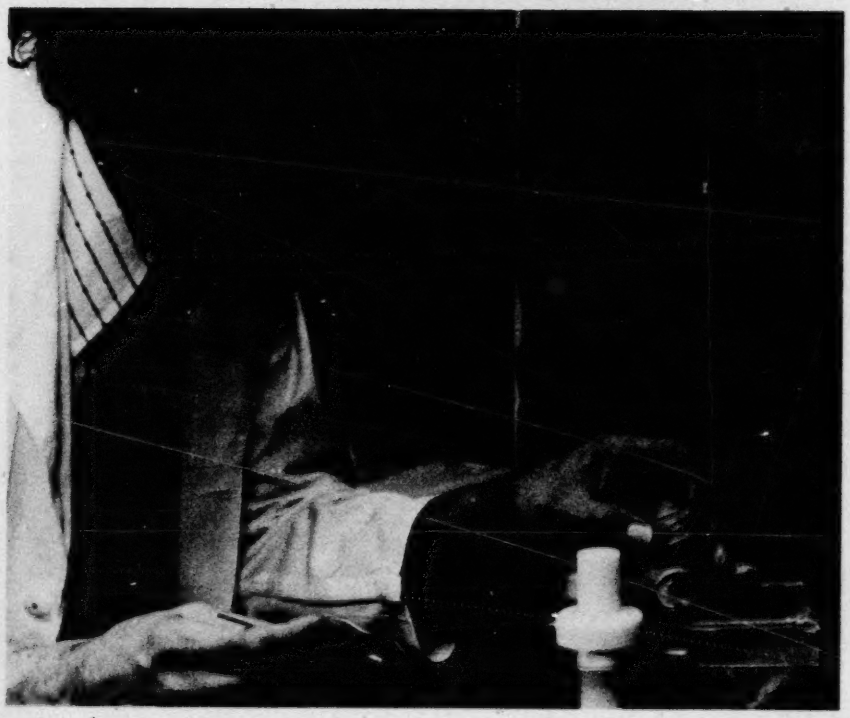
PLACES OF WORK

Most political scientist work in universities; some work for government and business.

JOB PROSPECTS

The increasing need for political scientists points to good employment opportunities for at least the next five years.





INTERESTS

Are you a "people-watcher?" Do you ever try to predict what someone is going to do? Are you interested in the way you learn? Have you ever worked out a system for learning something? What are your feelings toward someone who has had a mental illness? Do you like to do those personality tests you sometimes see in magazines? What do you know about Freud? If these questions interest you, you might like to be a psychologist.

PSYCHOLOGY

THE WORK

Psychologists study human behaviour: how people learn, how they choose friends, how they react to different situations. In general, they try to discover why people act the way they do.

Because human behaviour is so complicated and varied, and because psychology has many uses, psychologists have divided their field into two main branches, research and applied psychology, each of which has many specialities.

SPECIALITIES IN PSYCHOLOGY

Research psychologists study human behaviour in a scientific setting. Through experiments, they discover what effect different situations will have on the behaviour of people. These experiments sometimes require complicated electronic measuring devices. In other cases, psychologists send out questionnaires or interview people. Research psychologists test every conceivable aspect of human behaviour so that they can better understand why people act the way they do.

Experimental psychologists plan, design, and conduct experiments and analyze the results to study problems in human and animal behaviour.

Developmental psychologists study the growth and development of humans at all stages of life from infancy to old age.

Social psychologists study the effects of people on each other.

Applied psychologists use psychological principles developed by researchers to solve problems. Some, such as industrial, engineering and educational psychologists, try to solve problems related to the design of better working and educational facilities. Others, such as clinical and counselling psychologists, try to help individuals with personal problems. Examples of applied psychologists are as follows:

Engineering and Industrial psychologists conduct research and advise equipment designers on the design, development and use of machines, and the application of psychological techniques concerning management problems.

Educational psychologists investigate processes of learning and teaching, and develop psychological principles and techniques to foster intellectual, social and emotional development of individuals in an educational setting.

Clinical psychologists diagnose mental and emotional problems of individuals by means of psychological tests, and participate in programs of treatment.

Counselling psychologists provide individual and group guidance and counselling services in schools, clinics, rehabilitation centres, and industrial and other establishments.

PLACES OF WORK

Psychologists work in government, industry, business, the school systems, and universities. A few work on their own as consultants or counsellors.

Those working in business, industry or government do pure or applied research. Psychologists engaged in pure research try to discover new facts by scientific study, while those who work in applied research use the theories and principles developed by the researchers in a practical way to solve problems. They are often called on for advice on various problems related to areas in which they specialize.

Those who work in universities do some teaching, public lecturing, consulting, and article writing as well as their own research work.

JOB PROSPECTS

At present, job prospects for clinical and applied psychologists are very good as the supply of qualified people is limited. However, with a greater number of students entering the clinical and applied branches of psychology, rather than the research branch, job opportunities will decrease. At this time there are about as many jobs available in research psychology as there are people to fill them. However, job opportunities for these psychologists will lessen over the next five years.

SOCIOLOGY

INTERESTS

If you walk into a restaurant as a member of a group, do you act and feel as you would if you went in alone? Have you ever seen one person change the attitude of a whole group? Have you any prejudices? Have you ever filled in and returned a questionnaire? If so, did you feel you would like to improve some of the questions? If you saw the headline, "Sociologist Says Family Life in Danger," would you want to read the article? If these questions interest you, perhaps you would like to be a sociologist.

THE WORK

Sociologists study the interaction of people in groups. There are as many groups as there are social situations. The members of a family form a group; so do students in a school, workers in an office, factory or store, members of a club, or people of the same religion. Sociologists study such groups and try to discover how membership in them affects people's lives.

AN EXPERIMENT

Some experimenting was done in an electrical company, in which a group of workers was selected and separated from the rest of the staff. The working conditions of this group were changed many times to see what conditions would result in the best production records. Experimenters changed the lighting, then the working hours; they gave rest periods and took them away. No matter what they did, production went up, up, and up. A sociologist finally realized why: this group felt they had been given great importance by being selected for the tests, and that they must live up to the confidence that had been placed in them. No matter what was done to them, they tried harder! This became known to all sociologists as "the Hawthorne effect." Nowadays sociologists try to keep a group from knowing they are being studied, so the Hawthorne effect won't spoil the experiment.

Sociologists try to find out why groups act as they do, predict how they will act, and suggest ways of changing conditions to alter group behaviour. They may study criminals and the social conditions that lead to crime, prisoners and the effects of prisons, country life, city life, the educational system and its effects, sick people and the social effects of the care they receive, old and young people, working people and their attitudes towards their work and their supervisors. Some develop statistical methods for use by all sociologists.

In each of these areas sociologists study the relationship of the groups to the rest of society and the effect of group members on each other. They study people in groups and consider such things as how they treat each other, what they say about each other, how the group affects the individual members, how a member can affect the group and how the group responds to situations, leadership, and prejudice. There are several kinds of sociologists, such as these:

SPECIALITIES IN SOCIOLOGY

Criminologists study criminals and the social conditions leading to crime;

Penologists study prisoners and the effects of prisons;

Rural sociologists study those who live in the country;

Urban sociologists study those who live in the cities;

Educational sociologists study students and teachers, and the social effects of educational institutions;

Medical sociologists study those who are sick, the doctors and other staff who care for them, and the social effects of treatment;

Industrial sociologists study people who work in factories, offices, stores, and industries and their attitudes toward work, supervisors and the company;

Statistical sociologists develop statistical techniques for use by sociologists in all areas.

PLACES OF WORK

Sociologists may be employed in universities, government, business and industry.

JOB PROSPECTS

Teaching jobs for sociologists are scarce. However, sociologists have been successful in finding employment in jobs related to their fields. At present, the demand for sociologists is equal to the available supply and this trend is expected to continue until 1982.

SOCIOLOGY

THE RESEARCH APPROACH

Research in the social sciences is not as straightforward as research in physics or chemistry. The method of scientific research which provides the best evidence is the controlled experiment. It works this way. A scientist creates a setting in which only one thing in the situation can change. In this way, since only one thing is changed, scientists can deduce its effect. Sometimes the traditional, controlled experiment of the physical sciences can be performed on people, but in many cases this type of experiment would be impossible or unethical. Because of this, social scientists have developed many techniques that produce proof, or at least strong evidence, for or against their explanations of social situations. Most of these techniques involve the use of mathematics and statistics.

Economists often use equations to describe relationships using numbers, and then test the predictions of the equation against what really happens. If the prediction is correct, it is a strong sign that the model is right.

Comparison is important to anthropologists and historians. They make comparisons between groups that have had different experiences and in this way, come to conclusions about the effects of these experiences.

There are many other research techniques used by social scientists. Interviews, surveys, and questionnaires enable the social scientist to gather information about social situations.

Applied social scientists apply existing knowledge to certain situations. Others discover new social facts, but all have the responsibility for gathering the best information available, coming to sound conclusions about it, making predictions based on their conclusions, and then testing their predictions.

WHERE SOCIAL SCIENTISTS WORK AND RELATED SPECIAL DUTIES

Many social scientists work in universities where they are expected to teach some classes. Actual lectures may take only four to six hours a week, but professors may spend two or three hours preparing for each lecture; they may also have to mark essays and examination papers. They may do research work, or direct research being done by graduate students. They write articles, and perhaps books, and may give public lectures. They may act as consultants to business, industry or government, or to other professionals. However, some run their own business as independent consultants; they can choose their clients, set their own prices, and control their own work schedule.

Some social scientists alternate between working in universities and working for other employers. They do this partly to gain wider experience, and partly because each type of work offers different advantages—the universities give more freedom, while government, business, and industry generally pay higher salaries.

PREPARATION AND TRAINING

All of these social science professions require at least a Master's degree, which usually takes five or more years of university training after completion of high school. However, as the social science professions become more popular, the number of people entering these fields is increasing. With more graduates available, and more of them getting graduate degrees, a person often needs a Ph.D. degree to obtain the position of his or her choice both inside and outside the university setting. The Ph.D. degree takes at least another year after the Master's degree.

A good academic standing is required, even at the high school level. If you plan to specialize in a social science, you should consult with a member of that particular department before you select your courses. He or she will help you choose those courses which directly relate to your long-range plans. This will give you the necessary base on which to build when you are studying for your M.A. and Ph.D.

ADVANCEMENT

A career in a university may start when a graduate student becomes a teaching assistant and helps a professor by marking tests and essays. The levels are instructor, lecturer, assistant professor, associate professor, and full professor. A professor might be interested in administration, becoming assistant chairman of a department, and then chairman, but some professors are usually retained for teaching duties. An outstanding person could become principal or president of a university. Professors set their own working hours to a great extent, and usually choose their own research projects.

In government or industry, new positions are created, or become vacant, according to needs. Advancement generally comes with: 1) experience; 2) increasing knowledge of a specialized field—keeping informed of new techniques in university research, either by consultation with university teachers or by reading magazines and periodicals related directly to your profession, or both; and 3) through competitive examination when working in government.

Depending on what he or she wants, an employer might consider that for a promotion, increasing knowledge of a specialized field is more important than experience. Or the employer might value experience above both increased knowledge and examination scores. Whatever the reason for advancement, a person's salary and rank in an organization will rise as he or she assumes higher positions or responsibility.

SEEKING EMPLOYMENT

A job search has several stages. Your first step will be to choose an area of work in which you are interested. Then you must find out who has available positions in your field. Finally, you will have to convince employers with jobs to offer that they should hire you.

Choosing an occupation is probably the most important and difficult step in finding a job. We hope that this booklet has assisted, but if you want more information, Canada Manpower Centres have counsellors that may be able to help—so do most schools. You might also consider talking to your parents or friends, or anyone whose opinion you respect. This decision is probably one of the most vital you will make, so choose with care.

Once you have decided on the type of work you want, you will have to begin your search for available positions. The best known sources of this information are Canada Manpower Centres, newspaper want ads, and provincial agencies. However, you may be surprised to hear that more people find work by talking to their friends and relatives than by any other single job search method. An equally important method of finding out about job openings is to approach employers, such as universities, government and private industry, even when they have not advertised. If you are lucky, the employer may need someone with your qualifications, or the person you talk to may know of another firm looking for employees. To find out about available jobs you should use as many of these sources of information as possible.

Now, how do you convince a company that they should hire you? Once you have found out about a vacancy you may try to get an interview, or you may write a letter including a summary of your education and experience.

Here are a few ideas which might help you with an interview. First, and most important, know what you want to do and know what the company and job are about. This will help you to speak intelligently and show an interest in the job—two very important factors. Second, arrive a few minutes early, and when called to the interview room enter fairly quickly and as confidently as you can. Do not worry about being nervous—employers expect this. Answer questions directly and clearly and stay on the topic of discussion. Finally, dress for your interview as you would for a normal day's work in the job for which you are applying. If you are not sure how people dress, visit the office before the interview and check. So, know yourself, know the job, listen to the questions and do not worry about being nervous.

You might prefer to write a letter and include a résumé (summary of your education and experience). If so, try to bring out why you feel that you can do the job. Arrange your résumé so that it is no longer than one page and have the most important points near the beginning or end. You should include any activities in which you have been involved that show you are a potentially valuable employee. Letters should follow the same general guidelines as a résumé. However, usually a letter is written in relation to a job or jobs you know or think may be available, while a résumé is a fact sheet outlining all of your abilities and accomplishments. Often a letter and résumé are sent together. In this situation, the letter should stress the abilities and accomplishments mentioned in your résumé, and you should relate these to the job you are seeking.

RELATED PUBLICATIONS

This booklet in the Careers Canada series has been designed to give you some idea of the many opportunities in the social science field. To take full advantage of these opportunities, it is necessary to plan your future over as long a period as possible. Other booklets are being prepared, and you may wish to read several of these in planning your career.

Long range planning, of course, is fine if you have the time—but if you have left school, or wish to change occupations, you may need exact information about a particular occupation in your province right now. For this reason, a second series has been prepared under the title of Careers Provinces. This series consists of a number of leaflets—each covering a single occupation—giving precise details of preparation and training, licensing or certification requirements, and pay scales. Careers Provinces leaflets will be available at your local Canada Manpower Centre and will be made available for use in high schools and other educational institutions.

As well, there are two standard publications—The Canadian Classification and Dictionary of Occupations, Volumes 1 and 2—which contain a classification and definition of over 6,700 occupations. These publications can be seen in Canada Manpower Centres, or can be ordered from Information Canada—catalogue number MP53-171/1 and MP53-171/2. The current price is $20 per copy.